

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

WASTEWATER TREATMENT PLANT OPERATOR

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Wastewater Treatment Plant Operator is the third level in a five level Utilities Wastewater Treatment series. Incumbents are responsible for performing the more complex duties in the operation of a modern Class V secondary wastewater treatment plant that includes an on-site electrical power generation facility.

The Wastewater Treatment Plant Operator is distinguished from the Assistant Wastewater Treatment Plant Operator by its responsibility for performing journey level wastewater treatment plant operations. The Wastewater Treatment Plant Operator is distinguished from the Senior Wastewater Treatment Plant Operator, in that the latter is responsible as lead worker, for making and adjusting work assignments, overseeing the work of Wastewater Treatment Plant Operators, training, ordering and distributing supplies, preparing reports, and performing administrative tasks.

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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| 1. | Controls the treatment of wastewater and sludges through the operation of pumps, motors, and valves utilizing manual, automatic, and programmable systems. |
| 2. | Monitors, controls <u>and troubleshoots</u> the performance of wastewater unit processes <u>in order to achieve discharge compliance</u> by a variety of methods, including visual observation, physical measurement, sampling, testing, data collection/analysis, and mathematical calculations using related instrumentation, a local area network, and distributed control systems. |
| 3. | Collects representative samples from various plant flows and unit processes for laboratory analysis. |
| 4. | <u>Performs minor routine preventative maintenance, to maintain operating efficiency and reliability.</u> |
| 5. | Monitors and operates high pressure hydraulic, pneumatic, and power boiler systems |
| 6. | <u>Operates other related systems such as secondary effluent disposal, and a water reclamation system.</u> |

Daily
~~30%~~

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Daily
20%

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15%

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10%

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		FRE- QUENCY
7.	Maintains proper appearance and cleanliness of equipment and facilities.	Daily 10%
8.	Participates in/on a variety of meetings in order to receive and/or convey information.	Daily 10%
9.	May train other staff in the various operational procedures and safety practices involved in the daily operation of a wastewater treatment plant.	Varies 0 – 40%
10.	Performs other duties of a similar nature or level.	As Required

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Training and Experience (positions in this class typically require):

- Possession at a minimum of a Wastewater Treatment Plant Operator Grade II Certificate issued by the State Water Resources Control Board is required.

Licensing Requirements (positions in this class typically require):

- Basic Class C License
- Wastewater Treatment Plant Operator Grade II Certificate

Knowledge (position requirements at entry):

Knowledge of:

- Operation and maintenance of mechanical/electrical equipment related to wastewater treatment;
- Wastewater plant physical characteristics, including location and configuration of piping and valves to provide more efficient operation of facilities
- Mathematical concepts;
- Confined space entry techniques, hazards, procedures and safety requirements;
- Characteristics and safety requirements of the use of various chemicals;
- Theories and operations of the various types of flow measuring equipment;
- Advanced wastewater process control;
- Operational procedures and safety practices involved in the daily operation of a wastewater treatment plant;
- Safe work practices and procedures;

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Skills (position requirements at entry):

Skill in:

- Preparing and performing mathematical calculations
- Preparing, analyzing, and maintaining operational records
- Interpreting and applying laboratory analysis to plant process control and overall plant operations
- Performing routine wastewater and sludge analysis
- Reading and interpreting wastewater instrumentation
- Accurately reading gauges and meters
- Using computers and applicable software applications
- Utilizing local area computer network and distributed control system in the routine operation and monitoring of the treatment facility and the collection and maintenance of plant operational data
- Utilizing self-contained breathing apparatus or other respiratory protective equipment
- Collecting environmental samples
- Using and maintaining applicable tools, equipment, vehicles, and hardware and software related to job duties
- Performing vehicle and equipment maintenance and repairs in assigned area of responsibility
- Preparing, analyzing, and maintaining operational records
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Ability to wear and use respiratory protective equipment.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises and travel.

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Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007